

**MILITARY DEPARTMENT
JOB OPPORTUNITY
FINACIAL CLERK**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current exam list

Location: Hartford Armory

Job Posting No: 8509

Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.

Salary: \$36,637.00 - \$46,654.00

Closing Date: April 30, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Financial Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of basic bookkeeping, accounting and financial record keeping procedures; Financial terminology and coding; statements and basic preparation; skills in performing arithmetical computations; interpersonal skills ability to perform general clerical; tasks ability to operate office equipment which includes personal computers, calculating machines and other electronic equipment.

General Experience: Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping.

See Job description for Financial Clerk at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4568>

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.